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# User Manual

For

Pension Module

Version 1.0

**Bundelkhand University, Jhansi**

**Submitted By :**

**Designed & Developed By:**



## Table of Contents

1. Home Page .....	3
2. Group Master .....	3
3. Sub Group Master .....	4
4. Bank Master .....	4
5. Financial Year Master .....	4
6. Pensioners List .....	5
7. Generation of Unique ID .....	5
8. Pensioners Details .....	6
9. Generate First Pension .....	7
10. Generate Monthly Pension .....	7
11. Release Commutation Amount .....	8
12. Commutation Restoration .....	8
13. Pension Verification .....	9
14. Upload Live Certificate .....	9
15. Pension Verification .....	10
16. Upload Death Certificate .....	10
17. Uploading Form-16 .....	11
18. Stop Pension .....	11
19. Start Pension .....	12
20. Monthly Pension Report .....	12
21. Account - Wise Pension Report .....	12

# 1. Home Page

- Open <http://ums.bujhansi.org> in a browser in your computer
- Follow instruction as mentioned in the image :

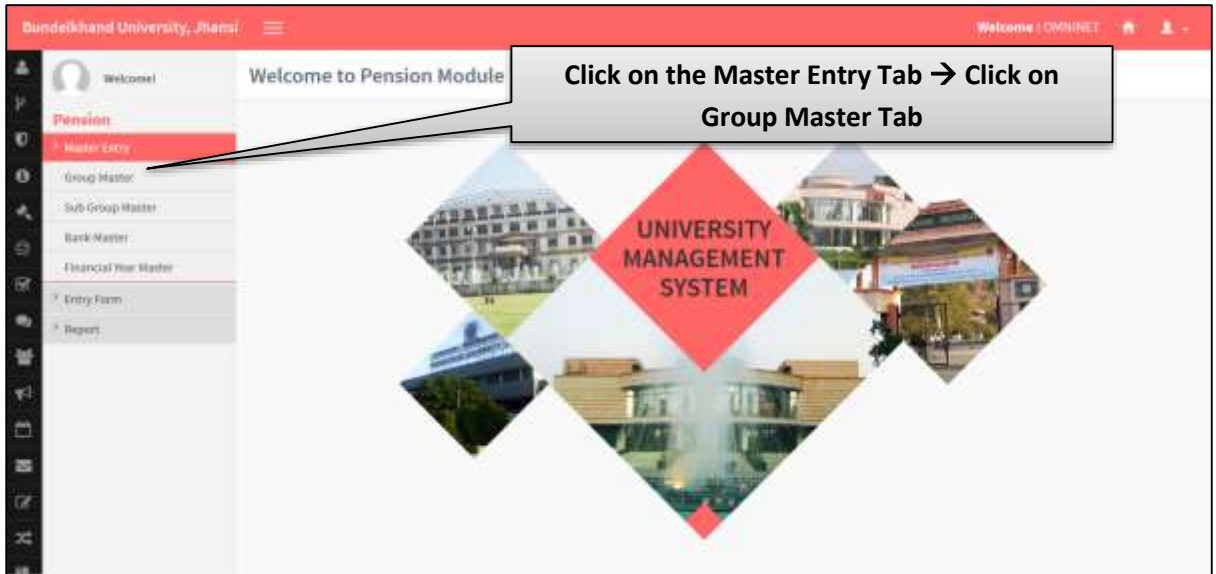


Image: Home Page

# 2. Group Master

- Follow instruction as mentioned in the image :

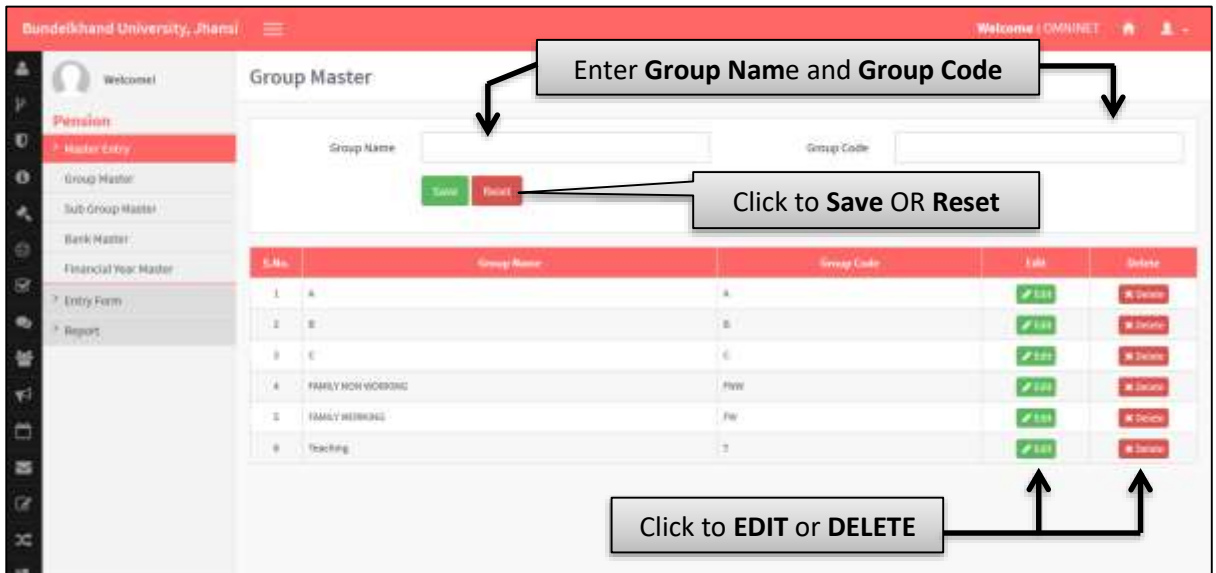


Image: Group Master

### 3. Sub Group Master

- Follow instruction as mentioned in the image :



Image: Sub Group Master

### 4. Bank Master

- Follow instruction as mentioned in the image :

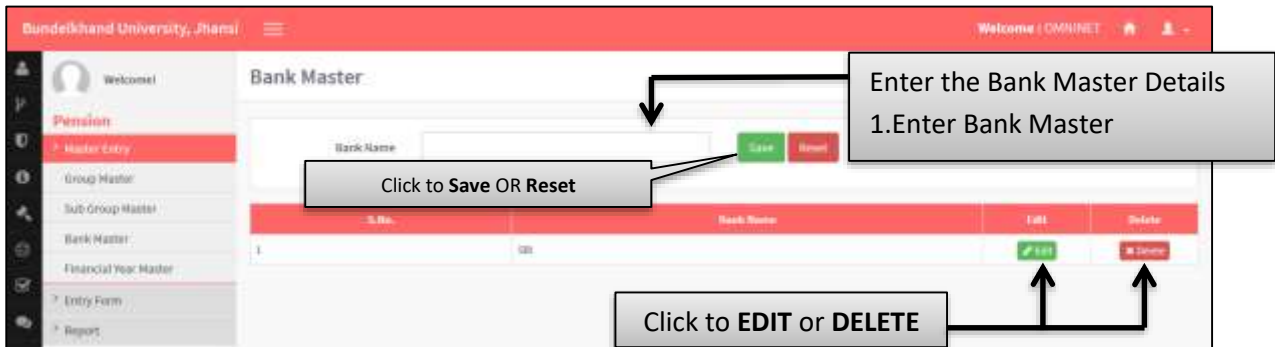


Image: Bank Master

### 5. Financial Year Master

- Follow instruction as mentioned in the image :



Image: Financial Year Master

## 6. Pensioners List

- Follow instruction as mentioned in the image :

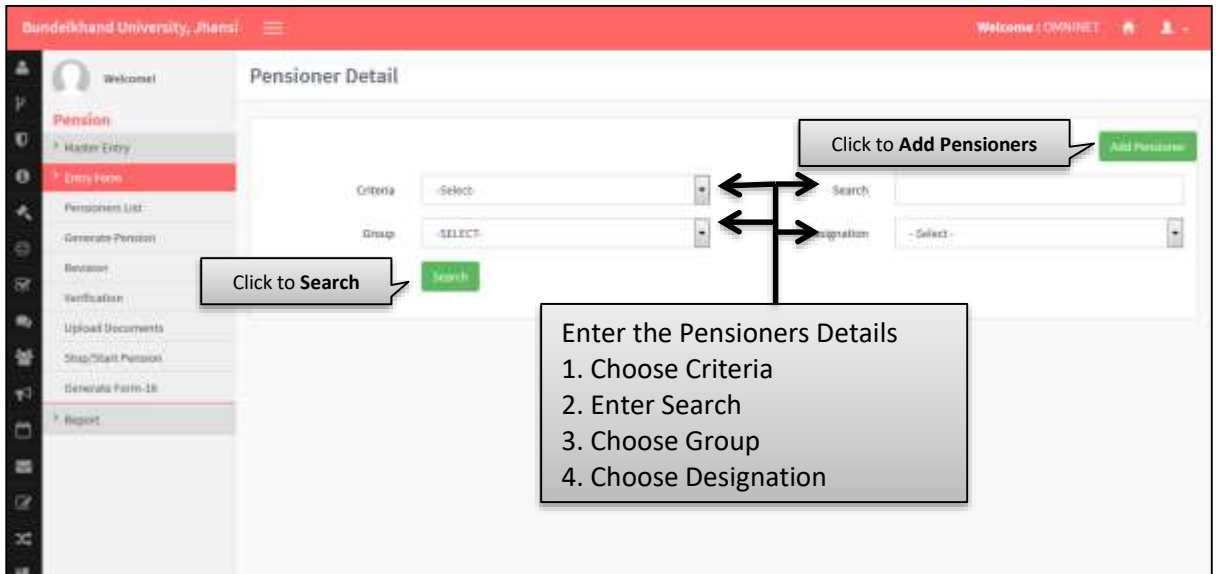


Image: Pensioners List

## 7. Generation of Unique ID

- Follow instruction as mentioned in the image :

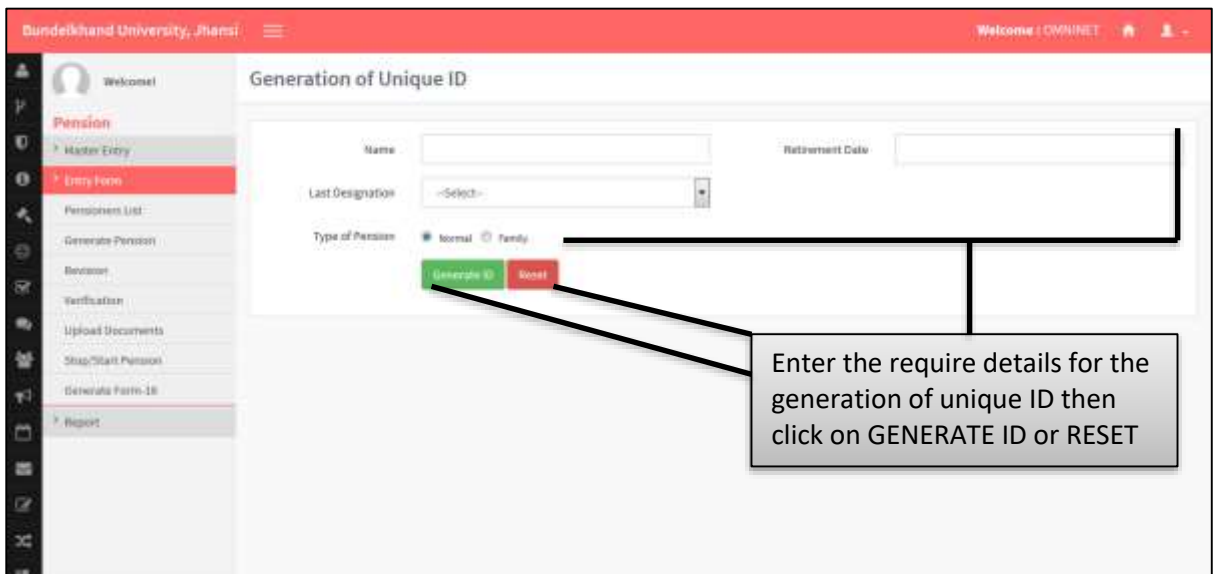


Image: Generation of Unique ID

## 8. Pensioners Details

- Follow instruction as mentioned in the image :

Fill all the details of pensioners in given place. Then **UPLOAD IMAGE AND SIGN** and click on **UPDATE BUTTON** to update the details or **RESET** to reset the details.

The screenshot shows a web application interface for 'Pensioner Details'. The form is divided into several sections:

- Employee Details:** Includes fields for Pensioner ID (1000001), Date of Retirement (15/06/2018), Father's/Husband Name, Mother's Name, Gender (C Select), Date of Birth, and Date of Joining. It also has fields for Pensioner Name (Anandh Kumar), Last Designation (R.G.L.), Photo, and Signature.
- Pensioner Details:** Includes fields for Pensioner Name (Anandh Kumar), Mother Name, Date of Birth, Present Address, Pensioner Address, and Relation (Husband). It also has Image Upload and Signature Upload buttons with 'Browse' and 'No file selected' text.
- Contacts Details:** Includes fields for Contact No., Email Address, Present Address, Height, Mobile No., Identification Mark, and Permanent Address.
- Details of Beneficiary In Case of Death of Pensioner:** Includes fields for Name / Guardian Name (In Case of Minor or PH), Name of Nominee (In Case of Minor or PH), Gender (C Select), Mother Name, Date of Birth, Present Address, Permanent Address, Image Upload, and Signature Upload. It also has a 'Relation with Employee' dropdown, fields for Father/Husband Name, PAN No., and a 'Physically handicapped' checkbox.

At the bottom of the form, there are buttons for 'Upload Image/Sign', 'Update', and 'Reset'.

Image: Pensioners Details

## 9. Generate First Pension

- Follow instruction as mentioned in the image :

The screenshot shows the 'Generate First Pension' interface. The form contains the following fields:

- Group Name: -SELECT-
- Sub Group: -SELECT-
- Bank: -SELECT-
- Month: November
- Year: 2013

A green 'Search' button is located below the form fields. A callout box points to this button with the text: "Enter the require details GENERATE FIRST PENSION and then click on SEARCH."

Image: Generate First Person

## 10. Generate Monthly Pension

- Follow instruction as mentioned in the image :

The screenshot shows the 'Generate Monthly Pension' interface. The form contains the following fields:

- Group Name: B
- Sub Group: Stenographer
- Bank: SB
- Month: November
- Year: 2013

Buttons for 'Search' and 'Generate Pension' are visible. A callout box points to these buttons with the text: "Enter the require details to GENERATE MONTHLY PENSION and then click on SEARCH or click on GENERATE PENSION."

Below the form, a table displays the generated pension details:

S.No.	Pension ID	Bank Name	Bank Account No.	Basic Pay	Dear Allowance	Gratuity	Other Allowances	Total	Net Pay
1	12370001	SB	1002331104	1325.00	5126.00	7880.00	0.00	14331.00	14331.00
2	14270002	SB	1002342799	1190.00	6432.00	8048.00	0.00	15670.00	15670.00
3	15270003	SB	1002337788	1430.00	8744.00	9614.00	0.00	19788.00	19788.00

Image: Generate Monthly Pension

## 11. Release Commotation Amount

- Follow instruction as mentioned in the image :

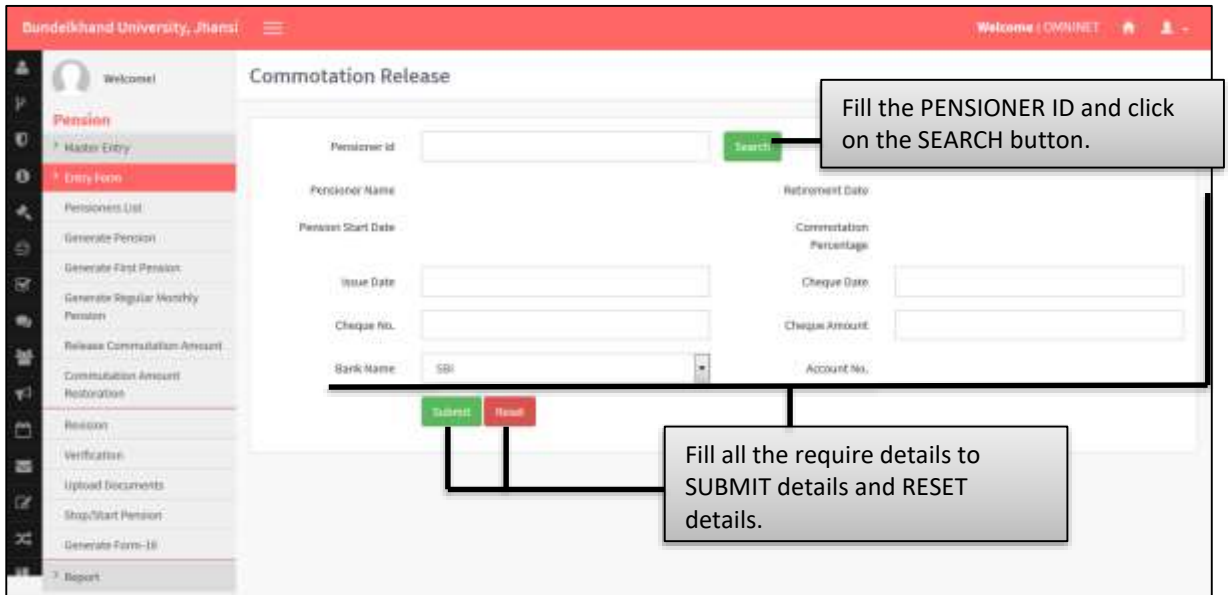


Image: Commotation Amount

## 12. Commutation Restoration

- Follow instruction as mentioned in the image :

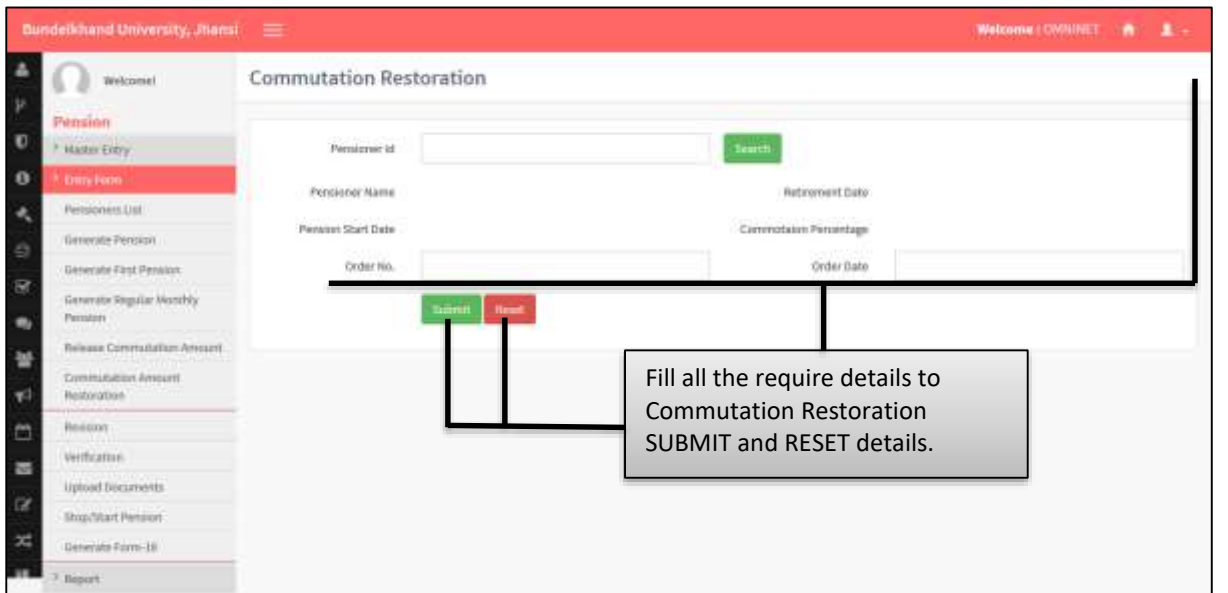


Image: Commutation Restoration



### 13. Pension Verification

- Follow instruction as mentioned in the image :

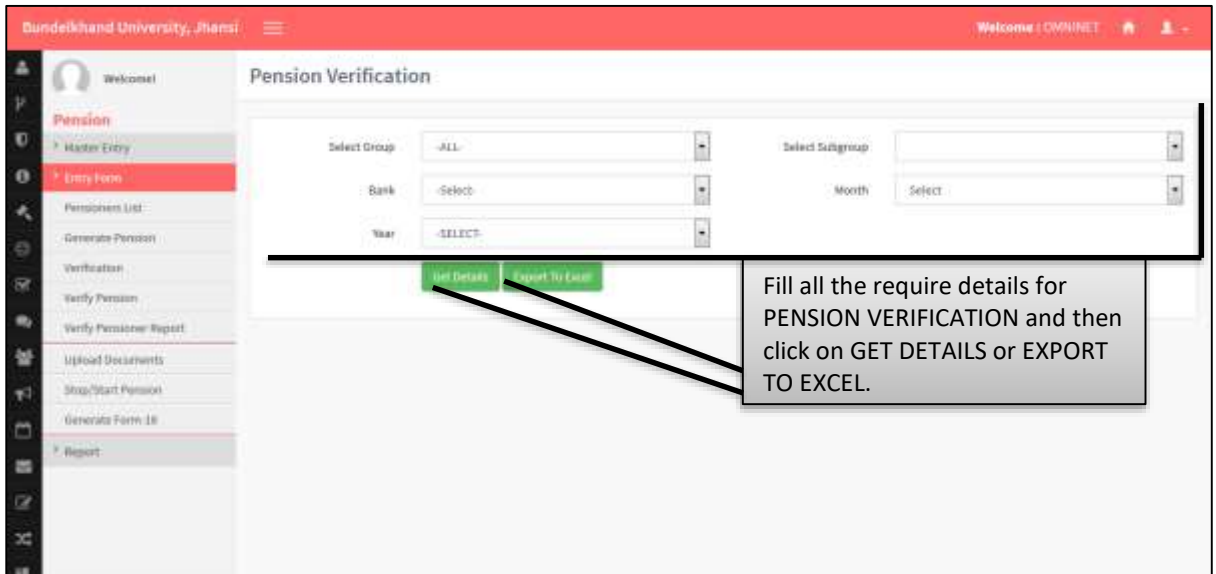


Image: Pension Verification

### 14. Upload Live Certificate

- Follow instruction as mentioned in the image :

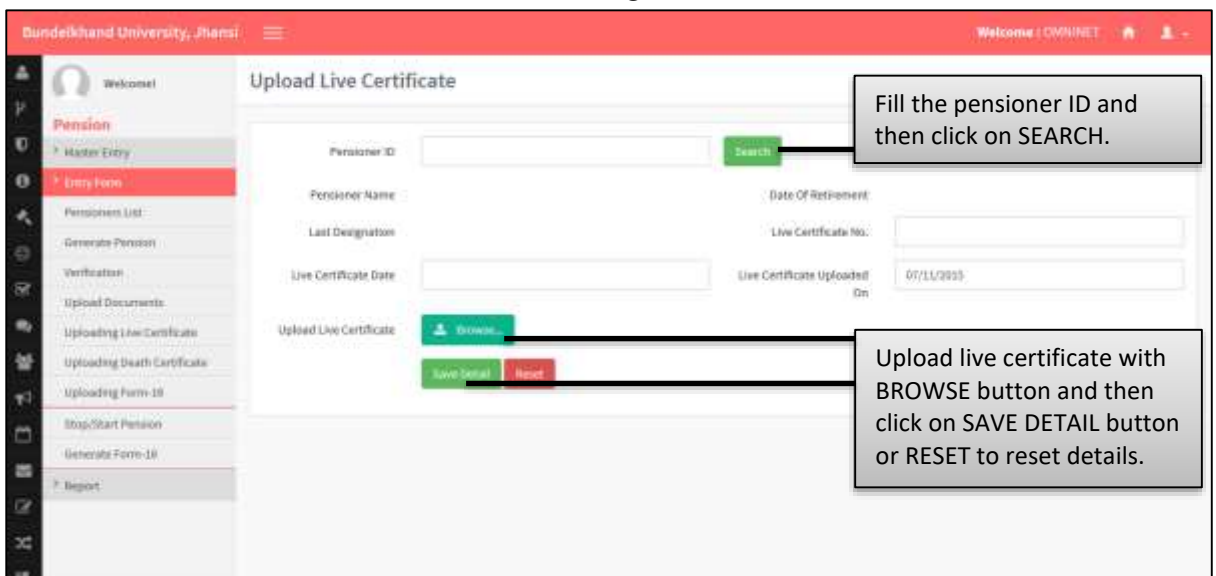


Image: Upload Live Certificate

## 15. Pension Verification

- Follow instruction as mentioned in the image :

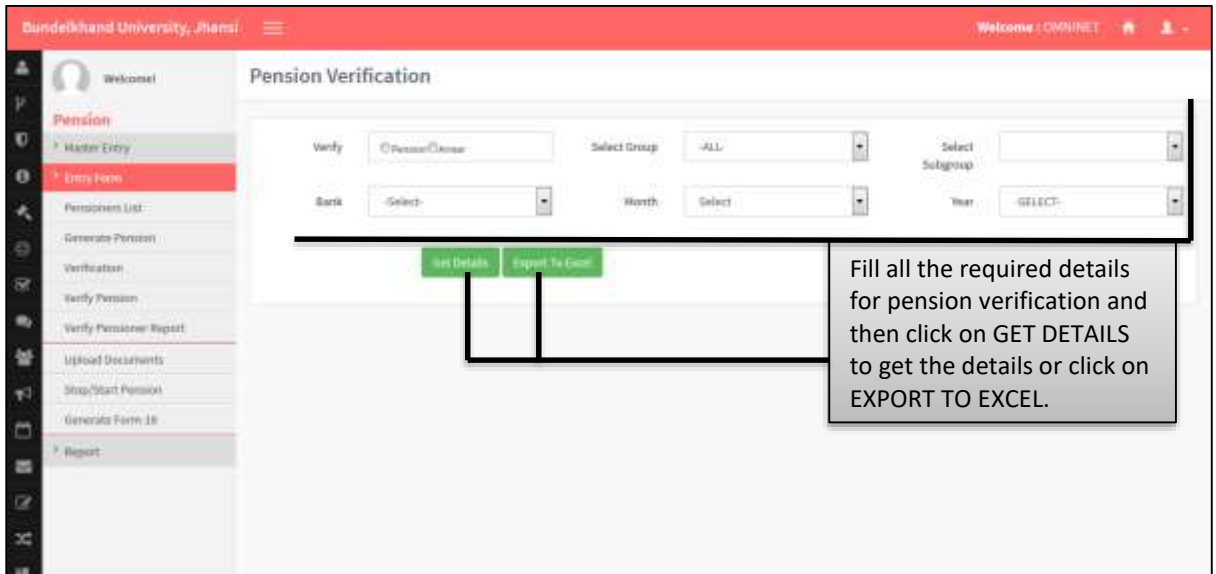


Image: Pension Verification

## 16. Upload Death Certificate

- Follow instruction as mentioned in the image :

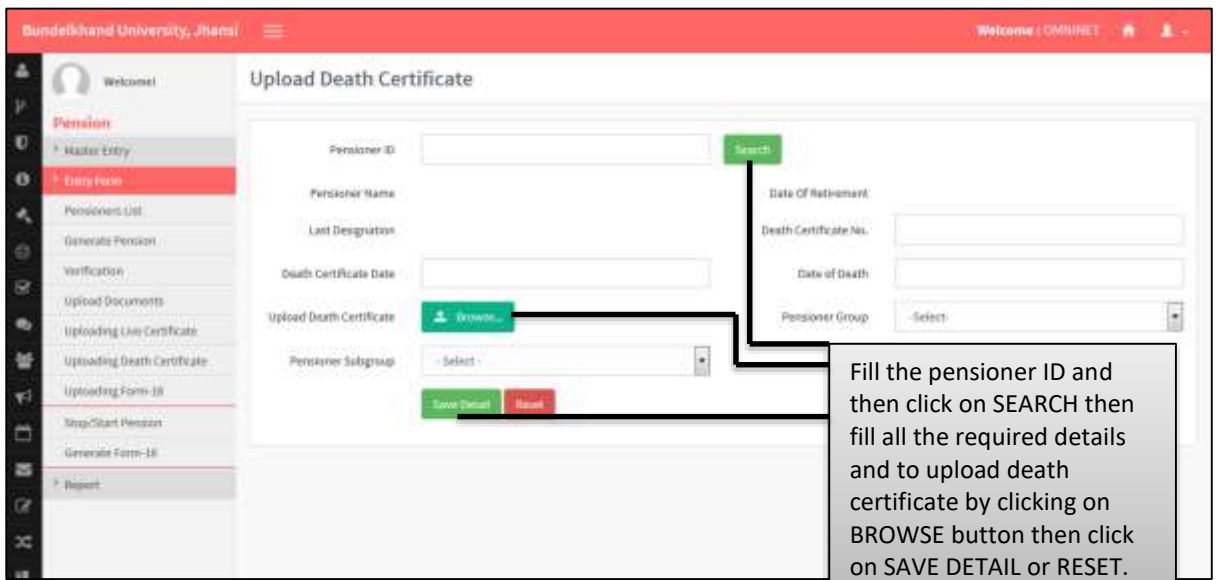


Image: Upload Death Certificate

## 17. Uploading Form-16

- Follow instruction as mentioned in the image :

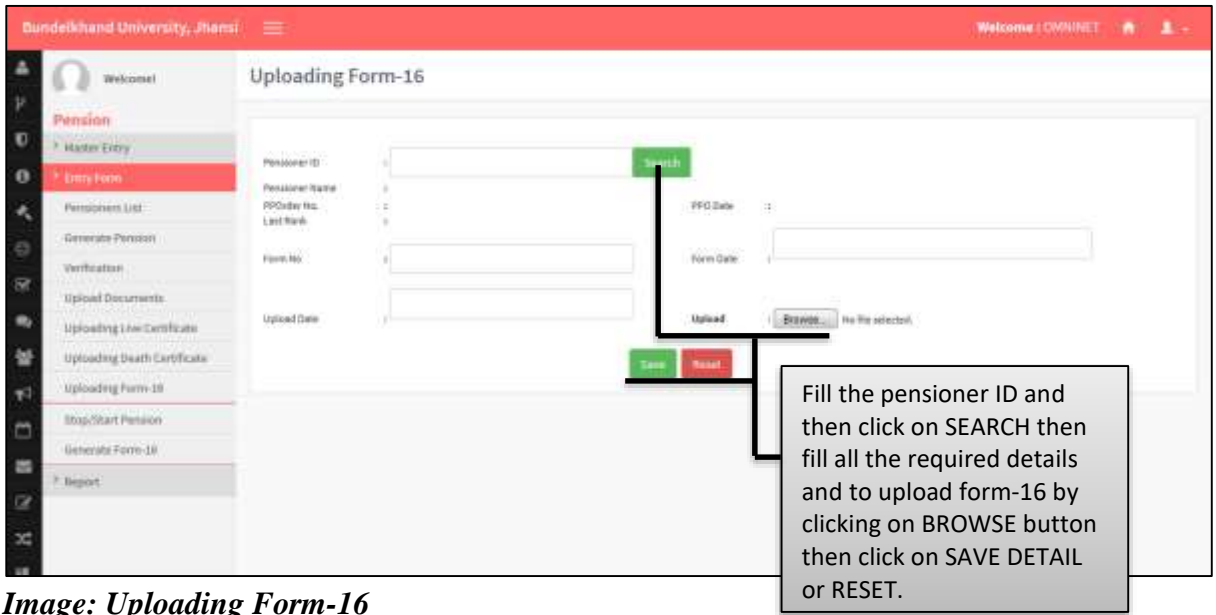


Image: Uploading Form-16

## 18. Stop Pension

- Follow instruction as mentioned in the image :

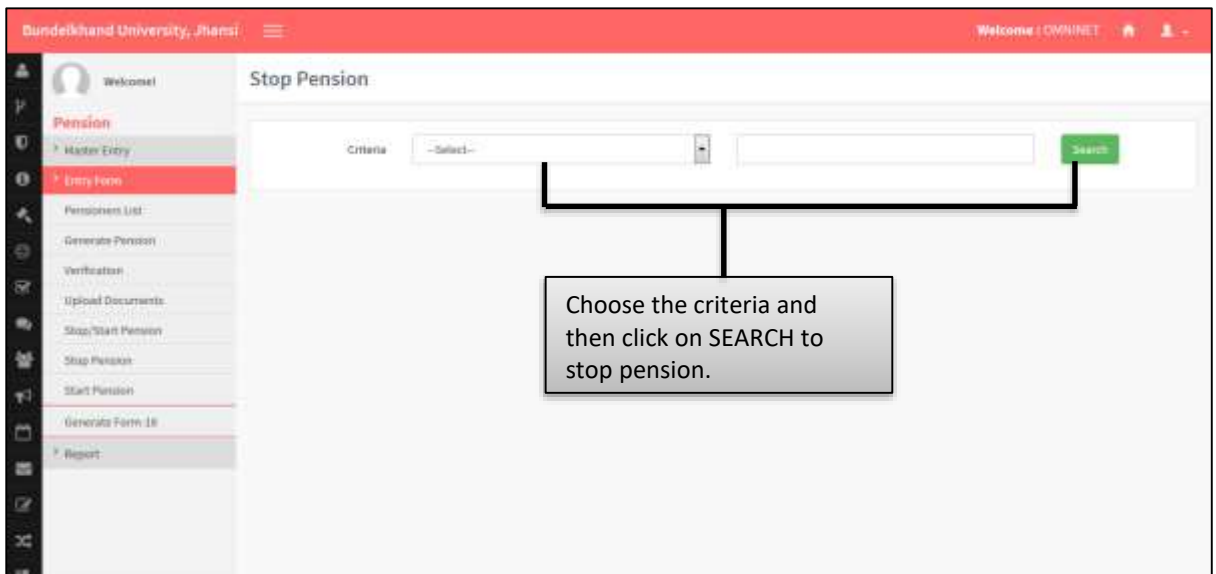
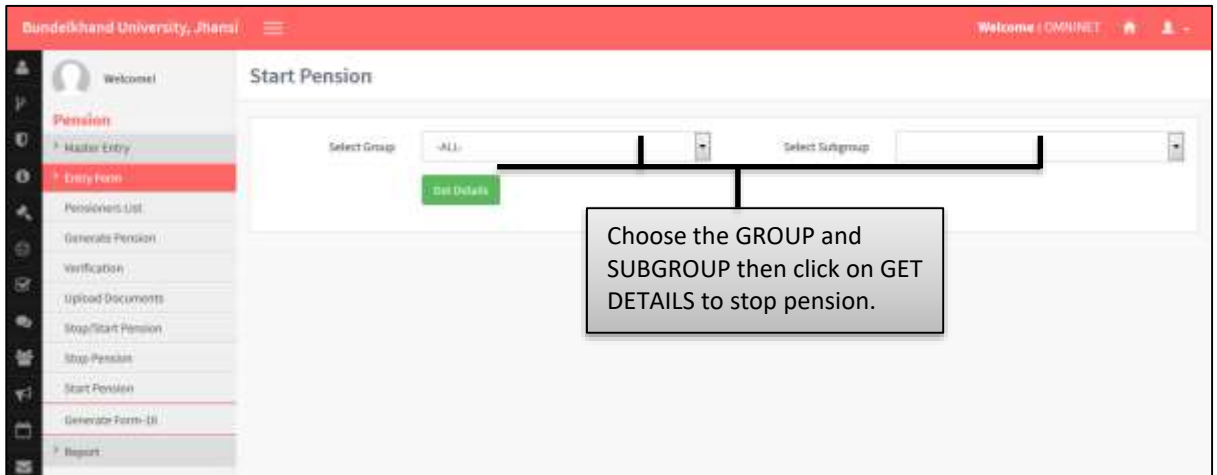


Image: Stop Pension

### 19. Start Pension

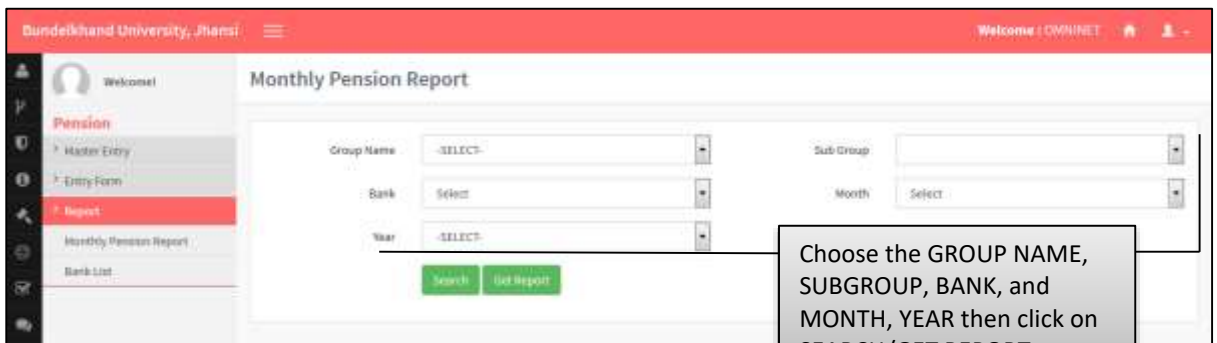
- Follow instruction as mentioned in the image :



*Image: Start Pension*

### 20. Monthly Pension Report

- Follow instruction as mentioned in the image :



*Image: Monthly Pension Report*

### 21. Account - Wise Pension Report

- Follow instruction as mentioned in the image :



*Image: Account-Wise Pension Report*